

9214 M.S.W.

0 27.22

C 153 R

DEPT. OF THE
UNIVERSITY OF ILLINOIS

To the Residents of California

THE
CALIFORNIA STATE LIBRARY
is
Yours
and
YOU should use it. This will tell **YOU**
HOW

SACRAMENTO:

W. W. SHANNON, - - SUPT. STATE PRINTING.

1909.

THE CALIFORNIA STATE LIBRARY IS YOURS.

The original purpose of the California State Library was to meet the needs of the Legislature, state officers, etc., but as it has grown, its purpose has become to meet also any need along educational lines that the people of the state cannot have satisfied more conveniently elsewhere. For this reason, it reaches out with books and information to the individual resident who is far from any educational institution and who wishes to become informed on any subject; it sends for the use of the individual, the club, the association, or for the use of the institution, anything that the local institution or institutions lack in the way of books and information for educational purposes.

So every individual in California has claims on the State Library, and for those who have not learned where their claims lie and how to take advantage of their rights, the following outline has been made:

PUBLIC ADMINISTRATIVE OFFICERS, ETC.

The member of the Legislature, the state officer, the municipal officer—each makes his claim largely through the Sociological Department. He can obtain books, pamphlets, newspaper clippings, etc., on such subjects as politics, government, municipal affairs (including municipal engineering), schools, public hygiene, penology and all other matters connected with public life; economics, finance, labor affairs, socialism, irrigation, reclamation, forestry, etc., etc.

The Legislative Branch of this Department devotes itself particularly to the service of the Legislature and the state departments. In addition to the general reference work mentioned above, this Legislative Branch will, upon request, draw bills and work up briefs on official business. From time to time bulletins treating of subjects connected with public affairs of the state will be published. Among such bulletins heretofore prepared in this Department are: A bibliography of California forestry; River improve-

ment laws in foreign states and countries; Hints on drawing legislative bills. Translations from books in German, French, Spanish, Italian, Dutch, etc., will be made by the Department for members of the Legislature or administrative departments when connected with public business.

Investigators are invited to consult the Sociological Department personally or by letter regarding any service desired.

LAWYERS AND LAW STUDENTS.

Lawyers and law students will find their greatest claim on the valuable collection which makes up the Law Department; they will find there the state and federal reports, the reporter system, many valuable sets of periodicals, the revised statutes of all of the states, with the session laws to date, one of the best collections of the older session laws in the country, the bound volumes of the transcripts and briefs of the Supreme and Appellate Courts, practically complete sets of the English, Scotch and Irish reports

and statutes, nearly complete sets of colonial and Indian reports, a large collection of Indian and colonial statutes, all the worth-while text books—modern and ancient, all the digests and encyclopaedias, a large number of older Spanish and French law books often indispensable in California practice, a growing collection of the codes of the continental and Latin American countries, a large collection of institutional works and many California books that are now very difficult to find, such as the Land Commission claims, an interesting collection of trials and many collections of forensic speeches.

The books of the Law Department will be sent to any lawyer or law student in the state upon an order signed by a judge of a court of record, the borrower to pay transportation charges both ways; they may also be borrowed through local public libraries. Encyclopaedias, digests and dictionaries, as well as rare books, are exempted from this rule; and statutes will not be allowed out of the library

except where there are duplicates or upon a certificate of a judge that a statute of some foreign state or country is required as evidence in a trial.

**ANY STUDENT OF, OR ANY INQUIRER
ABOUT, CALIFORNIA.**

Those interested in California subjects should make their claim on the California Department; from which any student can have the use of books on California, its history, description, literature, resources, and industries; books by California authors, California fiction, periodicals, bound volumes of California newspapers with a newspaper index covering the years 1846-1887 and 1894-1905 inclusive, state reports, journals of the Legislature, state and county maps, directories, great registers, pamphlets, ballots, photographs of places, manuscripts, early account books, scrap books, and the biographies on cards of California authors, artists, musicians and early settlers, together with their photographs, autograph letters and manuscripts. Many of the books

can be borrowed, questions will be answered by letter or typewritten extracts, and the Department will supervise any extensive copying or research work, ordered done from newspapers, etc.

THE BLIND AND THOSE WITH WEAK EYES.

Any blind resident of the state, or any one with weak eyes, should make his claim through the Books for the Blind Division of the Extension Department. There he can obtain alphabet and primers for learning the four embossed types—New York point, American Braille, Boston line letter and Moon; there he can obtain books and magazines in those same types and music in the three types—New York point, American Braille and Moon—with the key to the musical notation in each. And also, in this Division for the use of the blind, are embossed maps; writing appliances, such as writing cards with grooved lines, writing tablet rack and slide for pencil, writing paper with embossed lines, etc., all for lending as samples,

so that the blind may try them before ordering for their own use; script letter cards, both raised and sunk, by means of which the blind may learn to form the letters as seeing people do; musical signs for the seeing, of use to the blind who wish to teach music to the seeing; ink print articles and one ink print magazine on subjects of interest to the blind. The embossed books, appliances, etc., are carried through the mails absolutely free, and the ink print articles may be borrowed without any expense to the blind as the State Library pays postage on those both ways. Anything is sent on application, no guarantor being required. Any questions asked in the interest of the blind should be addressed to this Division, as for example: What occupations have been followed successfully by the blind; What schools and homes for the blind are there in California; What type is the best to learn first if a person becomes blind late in life; etc., etc.

THOSE INTERESTED IN LIBRARIES—
THE LIBRARY TRUSTEE, THE
LIBRARIAN, ETC.

Anyone interested in starting a library in his community should communicate with the Extension Department, which is prepared to answer all such questions as: How to start a free public library to be supported by taxation; How to start a county library; How to start and support a library in a community that is not incorporated; What sort of a library a special sort of community should have first; etc., etc. Circulars have been printed on: Why a town should incorporate; and Laws of California relating to public libraries.

Library trustees as soon as appointed can obtain from the Extension Department assistance in organizing their library, suggestions and decisions on the powers and duties of library trustees, assistance in selecting a librarian, information about how to proceed to obtain the gift of a library building from Andrew Carnegie, plans for library buildings, drawings for such library furniture as the loan

desk, advise as to shelving, and other library furniture, etc., etc.

The **librarian** can obtain from the Extension Department assistance in drawing up rules and regulations, deciding on hours, proper salaries for certain library positions, charging system, forms for reports, business methods, publicity; answers to any questions on classification, cataloging, book selection, book buying, book repairing, reference work, work with children, work with clubs, work with schools, the management of the deposit station, the starting of a reading room or division for the blind, the management of special collections, etc. The librarian should not hesitate to ask such questions or make such requests as:

Given a certain annual income for library, how should it be divided for purchase of books, salary, rent, etc.; What are really essential things for a library just starting; Give a list of 25 to 100 reference books for a library; Give a list of 500 books for first purchase, with prices, etc.; Give a list of 100 to 500 books for children for first purchase; Give a sample outline for a catalog for a small library, such as an inexperienced

librarian could understand and carry out; Give a list of supplies for cataloging, etc.; Give a classification scheme for a small library; Send mounted samples, with full directions for use, of charging systems; Send samples of mending materials, with prices and directions for use; Send list of recent books on given subject; What periodicals should we subscribe for and which of them should we have bound; What are absolutely essential tools for the librarian in his work; etc.

And to the Reference Department the librarian should apply for any special book needed, for example, some book which is too expensive for his library to buy, which is needed sooner than it could be purchased by the library, or which is for such a temporary need that it is not advisable for the library to own it; for material for debates needed by the schools or clubs in the town where the library is located; for lists of books on some special subject, etc.

Anyone who wishes to become a librarian can obtain from the Extension Department information on library schools, etc.

The architect of library buildings should submit plans to the Extension

Department for criticism, and can borrow plans of California library buildings from the same Department.

THE COMMUNITY TOO SMALL TO HAVE ITS OWN LIBRARY.

The community too small to support its own library should apply to the Traveling Libraries Division of the Extension Department for the use of the traveling libraries that are sent out absolutely free to the small isolated communities on the application of five resident taxpayers. The demand for these libraries is growing every day and as the result of them, interest in reading has developed to such an extent that local public libraries have been established in many communities where the traveling library was sufficient at first.

Of course in the counties where the county system is started, it is better to become a deposit station in the county system, as then it is almost as if the community were on the outskirts of a large town, with the town library for its use. Sacramento county has this system.

ANYONE AND EVERYONE ELSE.

Almost any one has some claim, and nearly every one has most claim, on the Reference Department through which most books are loaned and most questions answered.

For example:*

Questions of authorship, such as: Who wrote "Ship in the desert"; Name the author of and poem containing the following quotation:

"The mills of the gods grind slowly,
But grind exceeding small."

Questions on art, such as: Who modeled the "Wrestlers."

Questions on binding, such as: Are the following pages missing from your file of *Harpers weekly*, vol. 46, pages 855-6, and 873-4.

Questions on disputed questions, such as: Did Lincoln say in any of his writings, "Prohibition will work injury to the cause of temperance."

Questions on special editions, such as: What edition of Lavater's *Physiognomy* is fully and finely illustrated; Names of editions and cost of prose editions of Chaucer and *Beowulf* suitable for schools.

* Note—These examples may not be representative. They are some that have occurred recently.

Questions on war records, such as: Did John Brown, who died in Connecticut in 1750, serve in the Indian Wars.

For example:

Business men can obtain answers to such questions, or material on such subjects as: Chemical analysis of beer; Strength of materials in bridge building; Is the Brotherhood of Locomotive Engineers a part of the American Federation of Labor; The history of advertising or The commercial value of advertising; The formula for making caramel malt; At what degree fahrenheit will olive oil freeze; Variations in the prices of hops during the last ten years; What are the port charges at the different ports of the world; Show the financial standing of different commercial houses throughout the United States; What plants and seeds may be imported into the United States from foreign countries; How may dredger land be utilized after it has been worked out.

Debating societies, schools and clubs may obtain subjects for debate, and material on such as: Resolved, that postal savings banks should be established in the United States; Resolved, that the United States should subsidize its merchant marine; Resolved, that the United States senators should be elected by the people; Resolved, that a progressive inheritance and income tax should be adopted by the United States; Resolved, that the state should acquire the remaining tracts of redwood, and manage them for the permanent supply of lumber; Resolved, that the state

should reclaim the swamp lands along the Sacramento River, at its own expense, in conjunction with the federal government; Resolved, that the State of California needs a reformatory conducted on the Elmira plan; Resolved, that the state board of railroad commissioners should be replaced by a public service commission similar to those of New York and Wisconsin; Resolved, that the state contributions to orphanages should cease, and the dependent children supported in public institutions until placed in families; Resolved, that the indeterminate sentence should be introduced in this state.

Engineers can get help on many points, such as: Cost and construction of the dam on the Nile; Construction of roofs and bridges; Drainage of swamp lands in the Mississippi Valley; etc., etc.

Farmers can get help on many points, for example: Treatment of actinomycosis in cattle; Practical mushroom culture; Formula for the processing of fruit;* etc.

Home seekers can obtain such assistance as books, pamphlets and circulars on industries and resources of any special region, for example, The ocean counties of Oregon; etc.

Lawyers can obtain such information as: A life of Charles Parnell containing a full account of the forged letters; Panics and their causes; etc.

* Note. Although the Library could not furnish this formula, it assisted by telling the inquirer where it could be obtained.

Libraries can obtain books for their library patrons on specified subjects; Reference lists of available material on special subjects, such as Forestry and irrigation, Irish mythology with special reference to the Ossianic myth, Pure food law, etc.

Mechanics can get information on: The care and management of electric power; Construction of locomotives; Hydraulics with special reference to pipes; etc.

Ministers and Bible students can get answers to such questions as: The accepted date of the rebuilding of the walls of Jerusalem; etc.

Municipal officers can get material on such problems as: Electrolytic plan for the treatment of sewage; Garbage and refuse disposal; Park systems in the United States; Street work; etc.

Schools and teachers can get material on: Debating questions (*See above* Debating societies, etc.); Drawing in the elementary grades; Lists of good stories and poems for various holidays; etc.

Study clubs can get books, etc., on such subjects as: Art history throughout the ages; Early New England history and literature; Egypt, its history and art; Holland and Belgium—customs, art and industries; Shakespeare, his life and plays; etc.

For example, the inquirer may get books or information on such subjects as:

Amusements: Rules for chess; Criticism of the acting version of "Peer Gynt"; How to build boats; etc.

Art: Books containing illustrated material on early American painters; Florentine painters, lives and works with illustrations; etc.

Building: Cost of building and equipping a modern 12-story business building; etc.

History: List of historical events occurring on July 15th from the beginning of history to the present time; recent publication on the history and resources of Mexico; etc.

Literature: Life and criticism of Richard Hovey; William Morris as an essayist; Copy of the poem "The sea"; etc.

Music: How to conduct a school orchestra; Harmony-study; Story of the Wagner operas; etc.

Pictures: Good illustrations or mounted pictures of Mt. Sinai and Palestine; Interior decorations of the Library of Congress; etc.

Statistics: Increase in the cost of food stuffs, clothing, rents, etc., in the last twenty years; etc.

Almost any one and nearly every one has some question to ask which can be answered by the quarterly publication issued by the State Library, *News Notes of California Libraries*, which is sent free on application. For example:

Current events in California for any particular quarter.

Complete list of public and semi-public libraries in California at any time.

List of libraries in any community at any time, with location of libraries, hours open

to public, whether open to public for reference or loan purposes, income of library, size and nature of library, etc., etc.

List of library building in California, Carnegie buildings, etc.

Latest news items about California libraries.

Full information about the California Library Association for any particular quarter, its officers, districts, reports of meetings, etc.

Staff, hours, departments, etc., of State Library.

List of books added to the State Library during any particular quarter.

List of state publications published during any particular quarter.

METHOD OF OBTAINING WHAT YOU WANT.

Application for information may be made in person or by letter to the special department or to the State Library.

Application for books may be made as follows:

The **lawyer** has his request countersigned by a judge of a superior court, the out-of-town borrower paying transportation charges both ways. Blanks for application will be furnished on request.

The **blind** simply sends in a request for books, etc., no guarantor being

required; the catalog and postal blank for making request are sent on application. There is no cost to the blind borrower, embossed books being carried free through the mails if properly marked, wrapped, etc.

Those wishing traveling libraries make their application through five resident taxpayers of their community, the identity and responsibility of the taxpayers being certified to by a judge of the superior court of the county. Traveling libraries are loaned free, the transportation charges both ways being paid by the State Library. Circulars giving Rules for lending and blank for making application are sent to anyone on request.

Those wishing study club libraries make their application through two resident taxpayers of their community, the identity and responsibility of the taxpayers being certified to by a judge of the superior court of the county. For each study club library there is a fee of \$1.50 for each 25 (or less) books. The transportation charges both ways are paid by the State

Library. Circulars giving Rules for lending and blank for making application are sent to anyone on request.

Any resident of the state may apply for books in any of three different ways:

1. Through a public library or any other educational institution.

2. Through a state officer.

3. Through the Reference Department of the State Library directly, enclosing a \$5 deposit to be returned when the privilege is no longer desired.

In all of the above three cases the borrower pays transportation charges both ways.

A library or other educational institution simply sends in its request for books for the use of its staff or for the use of any one known to it, transportation charges being paid both ways by the institution or borrower.

